



File no.04/ Admn/SSC/WR/2023

Dated: 30-11-2023-

भारत सरकार
कर्मचारी चयन आयोग (पं०क्ष०)
कार्मिक और प्रशिक्षण विभाग
कार्मिक लोक शिकायत तथा पेंशन मंत्रलाया
पहली मंजिल, दक्षिणी खण्ड, प्रतिष्ठा भवन
पुरानी सीजीओ बिल्डिंग, 101 महर्षि कर्वे रोड
मुम्बई 400020

Government of India
Staff Selection Commission (WR)
Department of Personnel and Training
Ministry of Personnel, Public Grievances &
Pensions
1st Floor, South Wing, Pratistha Bhavan
Old CGO Building, 101 M. K. Road,
Mumbai-400020

Notice

Hiring Young Professionals

No.04/Admn/SSC/WR

Dated:30/11/2023.

Applications are invited from eligible graduates for engagement of **two young Professionals** purely on short term contract basis of one year at SSC WR Mumbai. Emolument has been fixed as Rs.40.000/- PM (Forty thousand only). The details of qualification and experience and other terms of engagement are available on the SSCWR's website i.e. www.sscwr.nic.in Interested candidates may send their application by email to admsscwr@gmail.com in the format provided in the above mentioned website so as to reach the Commission by **30th December, 2023**. Application sent by post shall not be accepted.

Regional Director
SSC(WR),Mumbai

**Engagement of Young Professionals on contract basis in Staff Selection Commission, Govt. of India
(SSC WR Mumbai)**

Terms of Reference

The engaged Young Professionals would be required to perform the following functions under supervision:

- i Noting & Drafting on MS office viz MS Word, MS Excel, MS Power point
- ii Scrutiny of applications
- iii Document verification
- iv Maintain close coordination with Senior Law Officers, Government Counsel etc
- v To draft/scrutinize from legal point of view various documents like Notices, contract agreements, etc.
- vi Scrutiny of petitions/representations.
- vii Any other work assigned to them by officers from time to time

Period of Engagement

The term of engagement of Young Professional will be for a period of one year.

Qualification and Experience:

Educational Qualification:

Essential – Graduate in any discipline with computer proficiency.

Preferable: Knowledge of legal work.

Experience, Age and Remuneration:

| Designation | Upper Age limit as on 01/12/2023 | Educational Qualification | Experience in Years (Essential) | Remuneration |
|--------------------|---|---|---|---------------------|
| Young Professional | 35 | Bachelor's Degree in law from a recognized University/ Bachelor's Degree in any discipline from a recognized University | Previous work experience in the field of law and/or general administration is desirable | Rs40,000/-per month |

- If you possess any previous work experience, please give details & attach supporting documents.

General Terms and Conditions:

1. The engagement of Young Professionals would be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC WR.
2. The Young Professionals on having accepted the offer shall enter into contract with SSC WR. The norms for secrecy will be as per the Official Secrets Act, 1923. The security of sensitive data would be ensured through signing of non-disclosure agreement.
3. The Young Professionals shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, administrative / organizational matters which are of confidential /secret nature.
4. The Young Professionals shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement etc. other than those specifically mentioned herein.
5. Without prejudice, and in addition to the legal remedies available to the SSC WR, breach of contract shall be considered a sufficient ground for termination of the contract.
6. The appointment of Young Professionals is of a temporary nature and the SSC WR can cancel the appointment at any time without providing any reason for it.
7. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professional (LC) has developed for Staff Selection Commission under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract.
8. The young Professionals shall not advertise or otherwise make public for purposes of commercial advantage that he/she has a contractual relationship with Staff Selection Commission, nor shall the Young Professional in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with his/her business or otherwise without the written permission of Staff Selection Commission.
9. The Young Professionals shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultant are not found satisfactory or found in conflict with the interests of the Staff Selection Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.
10. The Young Professionals shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis.

11. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Staff Selection Commission will issue TDS Certificate/s.

12. Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice. The contract will remain provisional till police verification is received.

13. Selected candidate shall provide integrity certificate from 2 references known to them.

14. The only means of communication between SSC WR and candidate shall be email.

15. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays.

16. The Young Professional shall not, except with the previous sanction of SSC(WR), in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical either in his own name or anonymously or pseudonymously in the name of any other person if such book article, broadcast uses any information that he may gather a part of this assignment.

17. A Self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.

18. Termination of Services and requirement of notice:

- In case the Young Professional wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof .Regional Director may waive off the condition for notice period/salary in lieu thereof, in deserving cases.
 - The Regional Director shall have powers to terminate any or all the professionals at any time without assigning any reason.
 - Absence from duty for a continuous period of 8days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

19. Submission of application:

The application shall have to be submitted in the following format. The application should be submitted through the mail to admsscwr@gmail.com on or before **29.12.2023**.

Regional Director
SSC(WR), Mumbai

ApplicationFormat

Application for : Young Professional

Affix recent
passport size
Photograph
(not older
than three
months)

| SL. no | Particulars | Details |
|--------|---|---------|
| 1 | Name of Applicant | |
| 2 | Father Name | |
| 3 | Date of Birth | |
| 4 | Domicile | |
| 5 | Nationality | |
| 6 | Aadhar No. | |
| 7 | Mailing address (with tel/Mob & E-mail Id) | |
| 8 | Permanent address (with tel/Mob & E-mail Id) | |

Educational Qualifications (Secondary School Examination onwards) (Attach self-attested photocopies of certificates)

| SL.No | Course | Subject | School/College University/Institute | Year of passing | % of marks obtained | Division/CLASS |
|-------|--------|---------|--|--------------------|------------------------|----------------|
| | | | | | | |
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| | | | | | | |

Note: In case of grading system, equivalent percentage along with the conversion formula duly certified by the concerned Institution should be enclosed.

Computer Proficiency:

| Computer field | Excellent | Good | Average | Non-conversant |
|-----------------|-----------|------|---------|----------------|
| MS Word | | | | |
| MS Excel | | | | |
| MS PowerPoint | | | | |
| Other expertise | | | | |

Experience, if any :- (Give the details and attach self-attested copies of certificates/supporting documents)

Attach a 250 words write up, duly signed by you, listing area of proficiency, special skill and competencies and why you should be considered suitable for the young Professional in SSC WR.

(Signature)

Date_____

UNDERTAKING

The Information given above is true and correct to the best of knowledge and belief.

(Signature)

Date_____